

**PACKET**  
**Information Technology Committee Meeting**  
**Monday, June 7, 2021 – 5:30 p.m.**  
**Administration Building | 4<sup>th</sup> Floor | County Board Room**  
**127 East Oak Street, Juneau, Wisconsin 53039**

**MINUTES**  
**Information Technology**  
**Tuesday, May 3, 2021**

Minutes of the May 3, 2021 Information Technology meeting held in the Dodge County Administration Building, County IT Conference Room Second Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:30 p.m. by Committee David Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person*), Kevin Burnett (*in-person*), Tim Kemmel (*in-person*), Donna Maly (*in-person*), Robert Boelk (*in-person*)

Members Absent /Excused: none

Also Present: James Mielke – County Administrator (*in-person*)  
Justin Reynolds – County IT Director (*in-person*)

Previous Committee Meeting Minutes: Motion by Burnett, second by Kemmel to approve the minutes of the April 12<sup>th</sup>, 2021 Committee meeting. All in favor, motion carried.

Information Technology Policies

**Discuss, Recommend, Take Action: 100 – IT Governance Policy**

**Discuss, Recommend: 105 – IT Services Catalog & Policies**

**Discuss, Recommend, Take Action: 200 – IT Compliance Policies**

**Discuss, Recommend, Take Action: 400 – IT Security Policies**

The IT Committee discussed the approved 100 – IT Governance Policy (*no changes*), considered potential 105 - IT Services Catalog & Policies, reviewed 200 – IT Compliance Policies, and discussed the 400 – IT Security Policies. The IT Committee and Reynolds discussed the need for IT Security Policies to align with operations and assessments to protect County digital assets. Reynolds shared the IT Security Policies are in development and draft form, and provided a list of targeted IT Security Policies. The IT Committee requested to keep moving forward with the IT Security Policies, which will also align with future IT Compliance Policies.

Information Technology Strategic Action Steps:

**Review, Discuss, Recommend: County-wide Broadband Assessment RFP**

The IT Committee discussed the upcoming County-wide Broadband Assessment RFP for the Land Resources & Parks (LRP) Economic Development. The IT Committee discussed status of the RFP, increased interest of service providers' partnership opportunities, and other potential outcomes of the Broadband Assessment. The IT Committee inquired about the communication and citizen centric engagement opportunities, such as survey methods and communication outreach.

**Update: on IT Budget Report – 2021 First Quarter Budget Summary**

Reynolds provided an executive summary (2021 First QTR) IT budget report. No action taken.

**Review, Consider, Take Action: IT Apr. 2021 Project Portfolio Roadmap**

Reynolds shared the IT May. 2021 Project Portfolio Roadmap for the IT Committee awareness and approval. No action taken.

**Review, Consider, Take Action: IT Apr. 2021 Contracts and Agreements for Legal Review**

Reynolds shared the IT May. 2021 Contracts and Agreements for Legal Review. No action taken.

Information Technology Project Status Report:

**Update: on County Board Room**

The IT Committee discussed the County is targeting June for livestreaming the first County Board of Supervisors meeting. Reynolds shared Corporation Counsel, County Clerk, and IT are reviewing County Board rules, official record, and recording procedures. The IT Committee discussed the target pilot status of a paperless electronic device project scope. Reynolds shared the status of the paperless electronic pilot devices. No action taken.

**Update on Network, Data Information Systems, AS400, and Department Projects**

Reynolds shared updated on the Network, Data Information Systems, Department, and AS400 Data Migration projects. Reynolds shared the IT Department has started to research ITIL based service helpdesk solutions to better serve Dodge County from a IT Service management and documentation standpoint. No action taken.

# Information Technology Committee Packet

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## Department Continuous Improvement & Recognition:

### **Discuss, Review, Recommend: IT Department Internship Opportunities &/or Future Position Considerations**

The IT Committee discussed the initial consideration for IT Internship opportunities to assist the IT Department, and support future IT focused college students of Dodge County. The IT Committee also discussed the potential of re-alignment or request for a focused IT System Analyst and/or IT Security positions. No action taken.

### **Update: DHS CISA Risk & Vulnerability Assessment (RVA)**

Reynolds shared the IT Department, requested for the Dodge County Election Security Grant, will be working with DHS CISA to complete a Risk & Vulnerability Assessment (RVA) in June 2021. Reynolds shared the RVA is similar to the spring 2021 IT security assessment that will be more in-depth and used as a 6-month measurement.

### **Update: 2021 IRS Safeguard Audit (*Child Support PCI Federal Tax Information FTI*)**

Reynolds shared Dodge County Child Support Agency and Dodge County IT Department will assist with a State of Wisconsin Bureau of Child Support IRS Safeguard Audit in the fall of 2021.

### **Update: 2020 Financial Audit – IT Operational Controls Preliminary Findings**

Reynolds shared the preliminary findings from the 2020 Financial Audit regarding the IT Operational Controls review. Reynolds shared the preliminary findings are active informal IT procedures that have an opportunity to be documented and improved with the development of County IT policies.

## Public Comment:

None

## Future Agenda Items:

Guckenberger discussed consideration of IT Internships and/or future positions.

## Next Meeting Date:

Monday, June 7<sup>th</sup> 2021 at 5:30 p.m.

## Adjournment:

Motion by Burnett, second by Maly to adjourn the meeting at 6:45p.m. All in favor, motion carried.

\_\_\_\_\_  
David Guckenberger, Chair

\_\_\_\_\_  
June 7, 2021

Date

\_\_\_\_\_  
Tim Kemmel, Secretary

\_\_\_\_\_  
June 7, 2021

Date

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- Information Technology Policies
  - Discuss, Review, Recommend, Take Action: 400 – IT Security Policies
    - 400 – IT Security Charter Policy
    - 402.AC – Access Control (AC) Policy
    - 402.AU – Audit & Accountability (AU) Policy
- Information Technology Strategic Initiatives
  - Update, Approval: to purchase Network Switches (2021 budgeted replacements DOSO & HS)
    - DOSO switches – qty 7 | purchase cost = \$27,840.00
    - HS switches – qty 12 | purchase cost = \$47,725.68
      - USAC 65% Rural Healthcare Funding Request = \$31K
  - Update, Approval: to upgrade Internet Service Provider (ISP) for Clearview (RHC)
    - Current 1Gbps = \$1,800/month
    - Upgrade 2Gbps = \$2,000/month
      - USAC 65% Rural Healthcare Funding Request = \$1,300/month
  - Update, Discuss, Recommend, Approval: County Board Meeting Livestream Guidelines
  - Update, Review, Discuss, Recommend: County-wide Broadband Assessment RFP
  - Review, Discuss, Take Action: IT June 2021 Project Portfolio Roadmap
  - Review, Discuss, Take Action: IT June 2021 Contracts and Agreements for Legal Review
- Information Technology Projects Status Reports
  - Update: on County-wide Remote Access MFA/2FA
  - Update: on Network, Data Information Systems, AS400, and Department Projects
- Department Continuous Improvement & Recognition
  - Update, Discuss, Recommend: Dodge Co. IT – ITIL Service Helpdesk Solution Review
    - Incidents
    - Problems
    - Change Management
    - Major Incidents (Response & Documentation)
    - Release Management
    - Configuration Management (CMDB)
    - Working Inventory
    - Project Management
    - Service Catalog
    - Asset Management
    - Remote Support
    - Vendor Management (Contacts & Support)
    - Self-Service Portal
    - Knowledge Base
    - Reporting & Documentation
  - Discuss, Review, Recommend: IT Department Internship Opportunities &/or Future Position Considerations
  - Update: DHS CISA Risk & Vulnerability Assessment (RVA)
- Department Monthly Status Reports
  - Update: on IT Budget Report – 2021 IT YTD Availability Budget Report
- Future Agenda Items
  - Consideration: IT Policy Development Workshop Agenda Item